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**SECRET**

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DD/S 69-2038

30 APR 1969

**MEMORANDUM FOR:** Director of Finance

**THROUGH** : Chief, Budget Division, O/PPB

**SUBJECT** : Clarification of Subobject Class Descriptions  
[redacted]

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1. We have found in recent years a tendency to include budget estimates for renovations or alterations of buildings under subobject class 3202 (Lands and Structures - Improvements), when they may properly be classified as 2501 (Other Services - Repair and Maintenance - Fixed Property). We believe some of the confusion may be attributable to the absence of the word "alterations" from the [redacted] description for subobject class 2501. We note that Bureau of the Budget Circular A-12 (page 5) cites as an example of other services "Repairs and alterations to buildings..."

2. In the light of the increasing attention paid to subobject class 3202 estimates, we certainly do not wish to overstate these requirements which are commonly associated with "Construction." Would you, therefore, review these portions of [redacted] and recommend an appropriate action.

[redacted]  
✓  
Chief, DD/S Plans Staff

**cc:** Chief, Budget Division, O/PPB

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PS-DD/S:SWR:kmc [redacted] (30 April 69)

Distribution:

Orig & 1 - Adse

1 - C/BD-O/PPB

(1) DD/S Subject w/background [redacted] extract & BOB Circular A-12,  
1 - DD/S Chrono pgs 5-8)  
1 - PS Chrono

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EX-3  
EX-REF ID: A65497  
Declassify and  
declassification

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25 OTHER SERVICES (Con.)

<u>Subobject Class</u>	<u>Title of Subobject</u>	<u>Description</u>
2540	Miscellaneous Contractual Services - Nongovernmental	Charges which cannot be properly classified under other subobject classes such as contractual services performed by nongovernmental organizations. Supplies and materials furnished by the contractor in connection with such services are included even though they may be separately itemized on the voucher. Charges for services in connection with initial installation of equipment, when performed by vendor, are excluded as this charge is included in 31 subobject series.
2541	Miscellaneous Contractual Services - Other U.S. Government Agencies	Charges which cannot be properly classified under other subobject classes such as contractual services (advances and reimbursements) for intra-Agency moves, security reports, etc., by other U.S. Government agencies except those chargeable to specific subobjects in the 23, 24, and 25 series; charges for salary of personnel of other agencies assigned to perform work within their own agency on behalf of CIA.
2550	Representation Expenses	All expenses incurred by Chiefs of Stations and Bases and/or certain other authorized senior personnel for the enhancement of the prestige and interests of the United States, as authorized in their letters of "Authorization to Incur Representation Expenses" or as otherwise specifically authorized. Refer to Representation Allowance regulations for further details.
2551	Operational Entertainment	All charges for entertainment, such as transportation, tips, meals, telephone, etc., incurred by Agency personnel in the procurement of information or special services or in the contacting of persons for operational purposes, including liaison.

S-E-C-R-E-T

Revised: 24 May 1965  
Effective 1 July 1965

S-E-C-R-E-T

A secret hand book  
FINANCIAL ADMINISTRATION

40.2

32 LANDS AND STRUCTURES

This object class includes: (1) lands and interest in lands, including easements and rights of way; (2) building and other structures acquired or constructed, and additions thereto when acquired under contract, including principal payments under lease-purchase contract for construction of buildings; (3) nonstructural improvements of land such as landscaping, fences, sewers, wells, reservoirs, when acquired under contract; (4) fixed equipment which becomes permanently attached to or a part of buildings or structure such as elevators, plumbing, power-plant boilers, fire alarm systems, lighting and heating systems, and air-conditioning or refrigerating systems. This includes charges for services in connection with the initial installation of fixed equipment when performed under contract.

<u>Subobject Class</u>	<u>Title of Subobject</u>	<u>Description</u>
3201	Acquisition and/or Construction	Cost of acquisition (including charges for agent's and legal fees and settlement costs related thereto) of lands and buildings. Cost of construction of buildings and structures when acquired under contract, including construction on Government-owned, -leased, and -assigned properties.
3202	Improvements	Cost of additions to buildings and structures, and non-structural improvements of land such as landscaping, fences, sewers, wells, and reservoirs, when acquired under contract; also fixed equipment (whether an addition or a replacement), when acquired and installed under contract. This includes improvements to Government-owned, -leased, and -assigned properties.

S-E-C-R-E-T

Revised: 24 May 1965  
Effective 1 July 1965

S-E-C-R-E-T

FINANCIAL ADMINISTRATION

Circular A-12  
dated July 22, 1960

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NOTE: This object class consists of both (a) printing and binding as defined in the Government Printing and Binding Regulations issued by the Joint Committee on Printing, and (b) reproduction of the type which does not come within the Joint Committee's definition. In determining subclasses for administrative use, agencies may appropriately maintain such a distinction.

Examples

Printing and duplicating: Job work done on printing presses which utilize printers' type plates, or engravings; lithographing; multigraphing; reproduction with machines employing photographically made plates, related photo-reproduction work, the use of varityping or other substitutes for typesetting for reproduction by photo mechanical means; reproductions by the spirit process; mimeographing; and the use of stencils or direct image plates prepared by ordinary typewriters.

Binding operations connected with the foregoing.

Photostating, blueprinting, and photography.

Microfilming.

25 Other services. -- Comprises all contractual services not otherwise classified. Supplies and materials furnished by the contractor in connection with such services are included even though they may be separately itemized on the voucher. Charges for services in connection with initial installations of equipment, when performed by the vendor, are excluded.

Examples

Repairs and alterations: Repairs and alterations to buildings, bridges, viaducts, vessels, equipment, and like items, when done by contract.

Storage and maintenance of vehicles: Contractual services for storage and care of vehicles.

Subsistence and support of persons: Contractual services for board, lodging, and care of persons, including hospital care (except travel items, which are included under travel).

Stenographic services: Contractual stenographic reporting and typing.

Publication of notices, advertising, and radio broadcast time.

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Cleaning and toilet supplies.

Ammunition and explosives.

Materials and parts: Commodities, including building materials, entering into the construction, repair, or production of supplies, equipment, machinery, buildings, and other structures.

30 ACQUISITION OF CAPITAL ASSETS

31 Equipment. -- Comprises personal property of a more or less durable nature - that is, which may be expected to have a period of service of a year or more after put into use without material impairment of its physical condition. It includes charges for services in connection with initial installation of equipment when performed under contract. It excludes commodities which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property.

NOTE: -- This object class may consist of both (a) equipment which is not capitalized (not set up in property accounts) and (b) equipment which is capitalized. In determining subclasses for administrative use, agencies may appropriately maintain such a distinction.

Examples

Transportation equipment: Vehicles, including passenger-carrying automobiles, motor trucks, motorcycles, tractors, aircraft, wagons, carts, vessels, steamships, barges, and power launches.

Furniture, furnishings, and fixtures: Movable furniture, fittings, fixtures, and household equipment, including desks, tables, chairs, typewriters, adding and bookkeeping machines.

Books for permanent collections.

Livestock (other than that purchased for slaughter).

Implements and tools.

Machinery: Engines, generators, manufacturing machinery, transformers, ship equipment, pumps, and other production and construction machinery.

Instruments and apparatus: Surgical instruments, X-ray apparatus, signaling and telephone and telegraph equipment,

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electronic equipment, scientific instruments and appliances, measuring and weighing instruments and accessories, photographic equipment, picture projection equipment and accessories, and mechanical drafting devices.

Armaments: Tanks, armored cars, tractors, machine guns, rifles, bayonets, antiaircraft guns, cannons, searchlights, detectors, fixed and mobile mounts or carriages for cannon, including limbers, caissons, battery and store wagons, reels and carts, fire-control apparatus, submarine mine equipment, ammunition hoists, torpedo tubes, and other special and miscellaneous military equipment.

32 Lands and structures. -- Comprises land and interest in land, buildings and other structures, additions to buildings, non-structural improvements, and fixed equipment (whether an addition or a replacement), when acquired under contract.

Examples

Lands and interest in lands, including easements and rights of way.

Buildings and other structures: The acquisition or construction of buildings and structures, and additions thereto, when acquired under contract. This includes principal payments under lease-purchase contracts for construction of buildings.

Nonstructural improvements: Improvements of land, such as landscaping, fences, sewers, wells, reservoirs, when acquired under contract.

Fixed equipment: Fixtures and equipment which become permanently attached to or a part of buildings or structures, such as elevators, plumbing, power-plant boilers, fire-alarm systems, lighting or heating systems, and air-conditioning or refrigerating systems (whether an addition or a replacement), when acquired under contract. This includes charges for services in connection with initial installations of fixed equipment when performed under contract.

33 Investments and loans. -- Comprises the purchase of stocks, bonds, notes, and similar transactions (except the par value of Government securities or securities of wholly-owned Government enterprises); expenditures in the nature of capital for other funds; loans to foreign governments, States, and other political subdivisions; and loans to corporations, associations, and individuals.

(No. A-12)